City of Minneapolis
Employment Division
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Minneapolis, MN 55415
612/673-2282
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Website: www.minneapolismn.gov

"PeopleSoft Administrator DBE" *AMENDED*
DATABASE ENGINEER (PeopleSoft Administrator/PS Admin)
Exam #20978 - Open Friday, August 31,2012 through Wednesday, August 14, 2013

*Annual	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
**SALARY:	$62,877.	66,182.	69,645.	73,328.	77,174.	81,856.	86,539.

* Based on the Jan '12 Salary Schedule.

**SALARY NOTE: This position is subject to a market adjustment over and above the salary listed above.
A market adjustment of up to $25,000 may be considered, depending on qualifications.

POSITION INFORMATION:
There is currently one (1) exempt, full-time vacancy in the ERP Division of the IT Department. The Database Engineer (PeopleSoft Administrator/PS Admin) provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for **Technical** Administration related duties for multiple **PeopleSoft** environments.

THE POSITION IS RESPONSIBLE FOR:
PeopleSoft Technical Administration and Enhancement to include:
- Technical environment support and management of PeopleSoft Internet Architecture on Windows platform - this includes planning, installation, configuration, tuning, monitoring, troubleshooting, and change management of PeopleSoft's Batch, Database, Application, and Web servers.
- Configuration and support of multiple Application Server and Web Server Domains for Production environment, and multiple Process Schedulers.
- Assist in capacity and resource planning of platform and infrastructure facilities. Recommend and implement software, hardware, and configuration changes to improve system performance.
- Network review, troubleshooting, and resolution of Proxy Servers, Firewalls, Web Application Firewalls, VPN Servers, and Load Balancing.
- Issue review, troubleshooting and resolution for all PeopleSoft components; online and batch including maintenance of an issue repository and coordination of issues and problems with Oracle Global Support.
- Monitoring and maintaining a comprehensive set of performance metrics for all system features.
- Configure and administer EIPs (Enterprise Integration Points) between multiple PeopleSoft applications.

PeopleSoft Technical Environment Maintenance to include:
- Analyzing and recommendation of all related system changes and upgrades, participation in Change Advisory Board.
- Migration of PeopleSoft Objects and Data between PeopleSoft environments as requested by developers.
- Perform detailed comparisons between PeopleTools environments using PeopleSoft's Compare reporting capability to ensure migrations are successful.
- Applying PeopleTools patches to all components of technical architecture – Application Engine Batch, Online, Application Server (Tuxedo), and Web Server.
- Applying PeopleSoft application Patches, Bundles, and Maintenance Packs to Batch, and Online objects.
- Upgrades including PeopleTools minor and major release functional/technical upgrades. Must include move to production test experience and use of PeopleSoft's Change Assistant.
- Impact analysis and comparison of PeopleSoft objects during upgrades and communication with Developers over any impacts. Re-integration of project customizations.
- Maintenance & technical support of PeopleSoft's tools on Windows Server 2003 platform – PeopleTools, PS/Query, nVision, XML Publisher, UPK, Data Mover, App Engine, Change Assistant, SQR, SQL*Plus versions 8-9, WebLogic, Tuxedo, MicroFocus COBOL, TOAD, Microsoft Windows Services for UNIX (SFU) Interix, Shell scripting, etc.

PeopleSoft Application Security Administration to include:
- Participate in analyzing and designing security procedures to ensure proactively overall security of the PeopleSoft implementation. Coordinate with System Administration on Windows and other security.
- Migration of security changes from one PeopleTools environment to another for development purposes so as not to require rework of design.

Other PeopleSoft Application Technical Tasks to include:
- Assisting in the development of disaster recovery and restoration plans and tests.
- Assisting as technical resource with all general support and infrastructure problems and projects.
- Participating in on-call responsibilities and respond to / resolve emergency issues after hours via cell phone/pager and on site as necessary (with on-call compensation).

- - REQUIREMENTS, ETC., CONTINUED ON THE BACK. - -

The City of Minneapolis currently has an integrated ERP application system consisting of PeopleSoft:
- HCM (Human Capital Management) 8.9 (Human Resources, Payroll, Benefits, Self Service, Time & Labor, etc.)
- ELM (Enterprise Learning Management) 9.0
- FSCM (Financials Supply Chain Management) 9.0
- EPM (Enterprise Performance Management) 9.0 data warehouse reporting, etc

We have implemented Integration Broker between HCM and ELM, and between FSCM and HCM.
- Production, Disaster Recovery, Quality Assurance, Training, Development, & Demo environments are used.

Working Conditions: Office setting with daily exposure to computer systems.

REQUIREMENTS: Anyone may apply.

Experience:
- At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools.
    - Experience as a PeopleSoft Administrator, with version 8.x or 9.x
    - Experience and proficiency with PeopleTools and other PeopleSoft tools noted.
    - Experience in analysis, design, and development of technical architectures and infrastructure to support PeopleSoft implementations
    - Experience in administration of multi-platform distributed processing environments
    - Experience maintaining multiple versions of PeopleTools and PeopleSoft applications
    - Experience installing and configuring PeopleSoft environments (**Internet Architecture**, WebLogic, Tuxedo, and application / batch servers)
    - Experience in debugging complex infrastructure, application, and database-related issues
- **Note:** Fully describe the duties you actually performed, software / programs / etc. you utilized, your level of responsibility, etc.

Other Qualifications that are Highly Desired include:

Note: The ability to become proficient in these areas is required
- Knowledge of the full suite of products PeopleSoft offers.
- Experience with majority of **PeopleSoft** FSCM, HCM, ELM, and EPM modules
- Experience with Oracle DBA tasks.
- Experience with hardware, operating systems, DBMS, networking, etc. (Windows 2003 and Oracle 10g)
- Experience in public sector and knowledge of public sector business practices in regards to personnel and finance
- Experience as administrator of PeopleSoft EPM data warehouse (non-Budget).
- The ability to work with large databases.
- Strong problem solving skills.
- Strong verbal and written communication skills.

Education:
- Bachelor's degree in Computer Science, Management Information Systems, or a closely related field
- Note: Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application.

Equivalency:
- An equivalent combination of related education/experience may be considered.
- **Note:** If attempting to meet minimum qualifications in this manner, be certain to heed the two (2) "Notes" directly above.

Resume: REQUIRED
- You **must submit** your resume (along with the official City application). **Without it, your application will be deemed as incomplete.** Email it to Mai's attention at Mai.Vang@minneapolismn.gov   Please mention this job title and Exam #.
    - **Note:** Fully describe the duties you actually performed, software / programs / etc. you utilized, your level of responsibility, etc.

Background Check:
- The City has determined that a full background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Pre-Employment Drug and Alcohol Screen:
- All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

APPLICATIONS ACCEPTED:
Dates: 08/31/2012-08/14/2013
Contact: City of Minneapolis Human Resources Office **Phone:**   612.673.2282
Email Address: Mai.Vang@minneapolismn.gov
SELECTION PROCESS:

Any one or any combination of an evaluation of related education/experience, an oral exam, etc. may be utilized (100%). The right is reserved to limit the number included in any phase. Interview may also include work simulation exercises, candidate assessments, etc.

Background Check AND Resume: Both required
The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.

ELIGIBLE LIST WILL EXPIRE 30 (THIRTY) DAYS AFTER BEING ESTABLISHED.

IMPORTANT INFORMATION
Please read this announcement carefully before completing your application form.

BE COMPLETE
An official City of Minneapolis employment application form must be submitted for City positions. The information you provide about your education and experience will be used to determine if you are qualified for the position and whether or not you will be invited to the test(s). Fill out your application completely, leaving no blanks. If transcripts, licenses or certifications are required you must include copies of these documents with your application. These documents will not be returned.

QUESTIONS
If you have questions about a position, call the Human Resources Office at (612) 673-2282.

ELIGIBILITY FOR EMPLOYMENT
The 1986 immigration and Control Act requires us to verify eligibility for US employment. New employees must present documents such as birth certificate, social security card, green card or other proof within 72 hours of starting a new job.

RESIDENCY REQUIREMENT
You do not have to live in Minneapolis to apply; anyone who meets the requirements for a position can submit an application.

AFFIRMATIVE ACTION POLICY
The City of Minneapolis is an Affirmative Action/Equal Opportunity employer. The city hires and promotes without regard to race, creed, color, age, religion, sex, marital status, status with regard to public assistance, national origin, physical or mental disability or affectional preference. If you believe that this policy has been violated, you may call the City's Affirmative Action Divisions at (612) 673-2282 or (612) 673-2085.

VETERAN'S INFORMATION
For qualified veterans, who are able to provide the proper support documentation, five points (ten points for disabled veterans) will be added to your test score. More information is provided on the application form.

TESTING POLICY
The City reserves the right to limit the number of people invited to test or to be invited to successive testing events.

PERSONS WITH DISABILITIES
The City encourages applications from persons with disabilities. Reasonable accommodation is available for testing and employment. The TTY number is (612) 673-2157. To arrange other types of test accommodation, fill in the confidential data form attached to the application form or call the telephone number listed on the job announcement. The job announcement is a general description of job duties. Essential and non-essential accommodations may be available for both essential and non-essential job duties.

PHYSICAL EXAMINATION
Appointment to some positions requires candidates to take medical examinations. These positions include Firefighter, Police Officer and others. A serious medical condition that prevents you from carrying out the duties of the position will cause you to be disqualified from that position. Some positions require a drug and alcohol test only.

BACKGROUND INVESTIGATION
Appointment to some positions will require that a background investigation be conducted for criminal history and/or qualification check. The job announcement will indicate if a check is required.

WAGES AND BENEFITS
The City's wage and benefits package is competitive with those offered by the private sector. The City provides health care, sick leave, dental and life insurance as well as retirement and survivor benefits. All permanent full time employees earn at least 12 days of vacation per year. There are 11 paid holidays per year.

PROMOTIONAL OPPORTUNITIES
The City encourages its employees to seek promotions to higher paying, more responsible positions. There may be training offered or training funds available for employees; check with your supervisors for available information.

CITY OF MINNEAPOLIS HUMAN RESOURCES
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